

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Police Records Specialist	Job Family: V
General Classification: Front-Line	Job Grade: 8

Definition: To contribute to police services by maintaining the police records system, by responding to citizen inquiries, and by providing information from the records system to other department personnel.

Distinguishing Characteristics: This specialized clerical position receives the public at the police station and responds to telephone calls, processes police reports, and maintains the comprehensive record system of the Police Department, assists other department personnel in obtaining information from the records system, and may perform searches of prisoners as needed.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Receives information and complaints from the public by telephone and in person, relaying information as needed to appropriate department personnel.
2. Responds to inquiries by the general public with information on police services and procedures.
3. Processes an index of a variety of police records and reports.
4. Updates and types various types of records.
5. Operates office machines and computer terminals.
6. Receives bail money and schedules court dates.
7. Researches and supplies various information when requested by department personnel.
8. Researches and supplies various information and reports to authorized persons other than department personnel as permitted by law.
9. Searches prisoners of the same gender as needed; assists in the care of children brought to the attention of the Police Department; may assist in questioning of subjects or victims as needed.

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10. Prepares cases for filing with the court or District Attorney's Office, coordinates service of subpoenas on public and department personnel, maintains departmental forms supply as assigned.
11. Prepares monthly and annual statistical reports as assigned.
12. Maintains warrant system and coordinates prisoner transport as assigned.

Minimum Qualifications:

Knowledge of: Basic English and arithmetic; City and Police Department policies, procedures and services; types, sources and the nature of police records; techniques of body searches.

Ability to: Accurately type ~~45~~35 wpm; maintain a wide variety of records related to police services; courteously and tactfully relate to the public and law enforcement personnel; process related police matters such as receive bail money, schedule court dates, etc.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Training and experience equivalent to graduation from high school and one year of full-time clerical experience.

Working Conditions: Occasional heavy and unpredictable workloads. Required to work rotating shifts, including nights, weekends and holidays.

Established February 1980

Revised June 1998

CLASS SPECS

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